



## **Assessment – Misc to AAT Conversion**

### **Change Log**

<b>Date</b>	<b>Section Number/Name</b>	<b>Change Description</b>
2/12/10	Beginning Information	Added non-supported functionality disclaimer

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**IMPORTANT! NON-SUPPORTED FUNCTIONALITY:** The MISC to AAT Conversion is no longer supported by DASL State Support and Development. The MISC to AAT Conversion is still available in DASL and can be used as is. However, no changes or corrections will be made should there be any issues.

Follow these steps to convert assessment data stored in the Miscellaneous Data Groups to the new Additional Assessment Test pages. This affects ACT, Plan, SAT Reasoning Test, and PSAT/NMSQT Test Scores that are currently stored in Miscellaneous Data. After the Misc to AAT Conversion, the scores will then be accessible through Assessment screens and reports, and available on other reports such as transcripts and report cards.

**IMPORTANT:** DO NOT CONVERT if you are still using non-custom transcript formats.

Non-custom transcript formats only use data from Miscellaneous Data Groups, and this conversion process removes data from the Miscellaneous Data Groups being converted. The new custom transcript formatter uses data from the individual Additional Assessment Test pages. If you are unsure which transcript formatter you use, please ask your ITC personnel.

**Unless otherwise noted, see Assessment End User Documentation for details.** However, since this process is only performed once, and new Additional Assessment Test information should be entered on the new screens rather than Miscellaneous Data Groups, the Misc to AAT conversion screen itself is not detailed in the End User Guide documentation.

- ☐ **Set Up Misc Groups/Definitions – Inactivate Unused Definitions** (optional) – While the Misc to AAT conversion procedure is simple when the Misc Group only includes a few Definitions, many schools' Misc Groups contain many Definitions which aren't being used. If you have Misc Definitions within a group which are not being used (no "Used By" listings), inactivate those to prevent confusion.

- o Navigation: Home – Management – School Administration – Miscellaneous Data Groups – Miscellaneous Data Definitions

Home » Management » School Administration » Miscellaneous Data Groups » Miscellaneous Data Definitions										
<b>Miscellaneous Data Definitions Maintenance - 34 - ACT SCORES</b>										
From this screen, you can display, add, change and delete data pertaining to miscellaneous data field definitions.										
<input type="button" value="Add Data Definition"/>										
	Field Title	Field Type	Data Type	Used By	Field Length	Sort Order ^	Searchable	On Profile	Active	Read Only
	month tested MM	Textbox	Whole Number	1	2	1	<input type="checkbox"/>	<input type="checkbox"/>		
	year tested YY	Textbox	Alpha Numeric	1	2	2	<input type="checkbox"/>	<input type="checkbox"/>		
	English score	Textbox	Whole Number	1	2	3	<input type="checkbox"/>	<input type="checkbox"/>		
	Eng. use/mech score	Textbox	Whole Number	0	2	4	<input type="checkbox"/>	<input type="checkbox"/>		
	Eng. rhet. score	Textbox	Whole Number	0	2	5	<input type="checkbox"/>	<input type="checkbox"/>		
	Mathematics score	Textbox	Whole Number	1	2	6	<input type="checkbox"/>	<input type="checkbox"/>		
	Math elem/alg score	Textbox	Whole Number	0	2	7	<input type="checkbox"/>	<input type="checkbox"/>		
	Math alg/geom score	Textbox	Whole Number	0	2	8	<input type="checkbox"/>	<input type="checkbox"/>		
	Math geom/trig score	Textbox	Whole Number	0	2	9	<input type="checkbox"/>	<input type="checkbox"/>		
	Reading score	Textbox	Whole Number	1	2	10	<input type="checkbox"/>	<input type="checkbox"/>		
	Read. soc. sci. scor	Textbox	Whole Number	0	2	11	<input type="checkbox"/>	<input type="checkbox"/>		
	Sci. Reasoning score	Textbox	Whole Number	1	2	11	<input type="checkbox"/>	<input type="checkbox"/>		
	Eng/Writ Score	Textbox	Whole Number	1	2	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Read. arts/lit score	Textbox	Whole Number	0	2	12	<input type="checkbox"/>	<input type="checkbox"/>		
	Writing Sub Score	Textbox	Whole Number	1	2	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Composite score	Textbox	Whole Number	1	2	14	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Show Active Only										
16 Records Displayed <a href="#">Back To Top</a>										
<input type="button" value="Back to Groups"/>										

- ☐ **Set Up Misc Groups/Definitions – Rename Duplicate Definitions** (optional) – While the Misc to AAT conversion procedure is simple when each Misc Group only includes a single testing attempt, many schools' Misc Groups contain Definitions for multiple attempts within the same Group. If you have Misc Definitions for multiple test attempts within a single group, rename each field something unique, so you can select the correct information when converting.

- Navigation: Home – Management – School Administration – Miscellaneous Data Groups – Miscellaneous Data Definitions

Home » Management » School Administration » Miscellaneous Data Groups » Miscellaneous Data Definitions

### Miscellaneous Data Definitions Maintenance - 30 - SAT Scores

From this screen, you can display, add, change and delete data pertaining to miscellaneous data field definitions.

	Field Title	Field Type	Data Type	Used By	Field Length	Sort Order ^	Searchable	On Profile	Active	Read Only
	month tested - MM	Textbox	Whole Number	0	2	1	<input type="checkbox"/>	<input type="checkbox"/>		
	year tested - YY	Textbox	Alpha Numeric	0	2	2	<input type="checkbox"/>	<input type="checkbox"/>		
	grade	Textbox	Whole Number	0	2	3	<input type="checkbox"/>	<input type="checkbox"/>		
	SAT verbal	Textbox	Whole Number	0	3	4	<input type="checkbox"/>	<input type="checkbox"/>		
	SAT math	Textbox	Whole Number	0	3	5	<input type="checkbox"/>	<input type="checkbox"/>		
	month tested - MM	Textbox	Alpha Numeric	0	2	6	<input type="checkbox"/>	<input type="checkbox"/>		
	year tested - YY	Textbox	Alpha Numeric	0	2	7	<input type="checkbox"/>	<input type="checkbox"/>		
	grade	Textbox	Alpha Numeric	0	2	8	<input type="checkbox"/>	<input type="checkbox"/>		
	SAT verbal	Textbox	Alpha Numeric	0	3	9	<input type="checkbox"/>	<input type="checkbox"/>		
	SAT math	Textbox	Alpha Numeric	0	3	10	<input type="checkbox"/>	<input type="checkbox"/>		
	month tested - MM	Textbox	Alpha Numeric	0	2	11	<input type="checkbox"/>	<input type="checkbox"/>		
	year tested - YY	Textbox	Alpha Numeric	0	2	12	<input type="checkbox"/>	<input type="checkbox"/>		
	grade	Textbox	Alpha Numeric	0	2	13	<input type="checkbox"/>	<input type="checkbox"/>		
	SAT verbal	Textbox	Alpha Numeric	0	3	14	<input type="checkbox"/>	<input type="checkbox"/>		
	SAT math	Textbox	Alpha Numeric	0	3	15	<input type="checkbox"/>	<input type="checkbox"/>		

☒ Show Active Only

### Duplicate Definition Names

Home » Management » School Administration » Miscellaneous Data Groups » Miscellaneous Data Definitions

### Miscellaneous Data Definitions Maintenance - 30 - SAT Scores

From this screen, you can display, add, change and delete data pertaining to miscellaneous data field definitions.

	Field Title	Field Type	Data Type	Used By	Field Length	Sort Order ^	Searchable	On Profile	Active	Read Only
	month tested - MM	Textbox	Whole Number	0	2	1	<input type="checkbox"/>	<input type="checkbox"/>		
	year tested - YY	Textbox	Alpha Numeric	0	2	2	<input type="checkbox"/>	<input type="checkbox"/>		
	grade	Textbox	Whole Number	0	2	3	<input type="checkbox"/>	<input type="checkbox"/>		
	SAT verbal	Textbox	Whole Number	0	3	4	<input type="checkbox"/>	<input type="checkbox"/>		
	SAT math	Textbox	Whole Number	0	3	5	<input type="checkbox"/>	<input type="checkbox"/>		
	2nd Attempt - month tested - MM	Textbox	Alpha Numeric	0	2	6	<input type="checkbox"/>	<input type="checkbox"/>		
	2nd Attempt - year tested - YY	Textbox	Alpha Numeric	0	2	7	<input type="checkbox"/>	<input type="checkbox"/>		
	2nd Attempt - grade	Textbox	Alpha Numeric	0	2	8	<input type="checkbox"/>	<input type="checkbox"/>		
	2nd Attempt - SAT verbal	Textbox	Alpha Numeric	0	3	9	<input type="checkbox"/>	<input type="checkbox"/>		
	2nd Attempt - SAT math	Textbox	Alpha Numeric	0	3	10	<input type="checkbox"/>	<input type="checkbox"/>		
	3rd Attempt - month tested - MM	Textbox	Alpha Numeric	0	2	11	<input type="checkbox"/>	<input type="checkbox"/>		
	3rd Attempt - year tested - YY	Textbox	Alpha Numeric	0	2	12	<input type="checkbox"/>	<input type="checkbox"/>		
	3rd Attempt - grade	Textbox	Alpha Numeric	0	2	13	<input type="checkbox"/>	<input type="checkbox"/>		
	3rd Attempt - SAT verbal	Textbox	Alpha Numeric	0	3	14	<input type="checkbox"/>	<input type="checkbox"/>		
	3rd Attempt - SAT math	Textbox	Alpha Numeric	0	3	15	<input type="checkbox"/>	<input type="checkbox"/>		

☒ Show Active Only

### Unique Definition Names

- ☐ **Select a Test Type** – Navigate to the Misc to AAT conversion page and select the test for which you wish to convert results data. If you do not see this page in your SIS – Assessment menu or the sidebar, your ITC has not enabled this feature yet.

- Navigation: Home – SIS – Assessment – Misc to AAT

The screenshot shows the 'Misc to AAT Conversion' web interface. At the top, a breadcrumb trail reads 'Home » SIS » Assessment » Assessment Reports » Misc to AAT Conversion'. Below this is a blue header with the title 'Misc to AAT Conversion' and a red instruction: 'From this screen, you can select parameters to generate a report.' There are three tabs: 'Selection Criteria' (active), 'Selection Summary', and 'Load Settings'. A note states: 'Selecting an Ad-Hoc Membership Group will limit the conversion to the students associated with that membership group.' The 'Ad-Hoc Membership' section has a dropdown menu set to '-- Select an Ad-Hoc Membership --' and a 'Public And Private' checkbox. Below this, a note says: 'If not limiting to an Ad-Hoc Membership Group, all students will be converted.' The 'Assessment Type' section has a dropdown menu set to '- Select a Test Type -'. The 'Validate without converting?' section has two radio buttons: 'Validate Only' and 'Validate and Convert'. There are three checkboxes: 'Print original value detail when new values differ from existing values?', 'Overwrite existing values? (Conversion only)', and 'Make source Misc Data read-only? (Conversion only)'. The 'Delivery Method' section has a dropdown set to 'Pickup' and a 'Set As Default' button. The 'Email Address' field contains 'chris@noacsc.org'. The 'Description' field is empty. A 'Submit' button is at the bottom left.

**Ad-Hoc Membership** (optional) – Choose an ad-hoc membership if you wish to limit the Misc to AAT Conversion to specific students. You can choose from both Public and Private Ad-Hoc Memberships. If you are not choosing an Ad-Hoc Membership, all students will be converted.

**Assessment Type** (required) - Choose ACT, PLAN, PSAT, SAT. Once the Assessment Type is selected, the Testing Date Storage, Combined Date Format, and individual test data fields will become available.

**Validate without converting?** (required) – Choose to “Validate Only” or “Validate and Convert”. It is highly recommended to “Validate Only” to review results before converting. Validation always occurs on every run. It is not possible to run a conversion without re-validating the data.

**Note:** One or more students failing validation does not automatically mean that no student data can be converted. If “Validate and Convert” has been selected, data that passes validation will be used to update the database even if some students fail validation. Passing and failing validation is done on a case by case rather than batch by batch basis.

**Print original value detail when new values differ from existing values?** (optional) – If checked, the Misc to AAT Report will include a Data Differences section listing the existing values for this student, this test, this date, and this field – indicating the existing value and the differing new value that would replace it. This information only appears if there is an existing value for this field: fields or dates that did not previously have values will not be listed. Existing

data that is not being overwritten will not be listed. Values that would not be altered by the update (i.e. the new and existing values are the same) will not be listed. See the Misc to AAT Report section for more details.

**Overwrite existing values?** (optional) – Works only with “Validate and Convert” option. Check to actually overwrite existing values for a given student, test, date, and field with new data when converting. If this is not checked and “Validate and Convert” has been selected, existing values will not be overwritten. The Data Differences section of the Misc to AAT Report can be used to determine what data would be potentially be overwritten.

Replacement of data is done on a field-by-field basis: If an existing SAT record has an Essay Sub Score and a Critical Reading Score, but the incoming data does not include a Critical Reading Score, the existing Critical Reading Score will not be touched. Existing data does not include a Critical Reading Score, the existing Critical Reading Score will not be touched. Existing data for students who do not have data in the Misc Data facility or who are not included in the Ad-Hoc Membership will not be touched. Remember that existing data must be for exactly the same date (in the case of month/year data, the first of the month) in order to be replaced.

**Make source Misc Data read-only?** (optional) – Works only with “Validate and Convert” option. Check to make Misc data read-only after conversion. Read-only status can be turned on and off in the Miscellaneous Data Definitions Maintenance page – available through the Miscellaneous Data Groups Maintenance page at Home – Management – School Administration – Miscellaneous Data Groups.

- ☐ **Select Misc Group(s)** – Once a test is selected, you will see the conversion screen. Select the Misc Group which contains data for the selected test (this will set all data fields to the same Misc Group). Note that you can, if necessary, change individual fields to different Misc Groups, but under most circumstances, all data for one test will be in a single Misc Group. **NOTE:** Only select **ONE** test attempt at a time. If your Misc Data Group contains multiple test attempts, only select one at a time, then re-run the conversion for each additional attempt.

- Navigation: Home – SIS – Assessment – Misc to AAT – Assessment Type selected – Misc Group selected in any Misc Group field

Home » SIS » Assessment » Assessment Reports » Misc to AAT Conversion

### Misc to AAT Conversion

From this screen, you can select parameters to generate a report.

Selection Criteria   Selection Summary   Load Settings

Selecting an Ad-Hoc Membership Group will limit the conversion to the students associated with that membership group.

**Ad-Hoc Membership:** -- Select an Ad-Hoc Membership --  
Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, all students will be converted.

**Assessment Type:** SAT

**Testing Date Storage:** ☒ Combined ☐ Separate Month and Year

**Combined Date Format:** MM/DD/YYYY ☐ Dates have no separators

AAT Field Name	Misc Group	Misc Data Definition
Date		
Grade at Time of Test:		
Critical Reading Score		
Math Score		
Writing Score		
Writing Multiple-Choice Sub Score		
Essay Sub Score		
Critical Reading Score		
Math Score		
Writing Score		
Writing Multiple-Choice Sub Score		
Essay Sub Score		
Critical Reading Score		
Math Score		
Writing Score		
Writing Multiple-Choice Sub Score		
Essay Sub Score		

**Validate without converting?** ☐ Validate Only ☐ Validate and Convert

**Print original value detail when new values differ from existing values?** ☐

**Overwrite existing values? (Conversion only)** ☐

**Make source Misc Data read-only? (Conversion only)** ☐

**Delivery Method:** Pickup

**Email Address:** chris@noacsc.org

**Description:**

- ☐ **Select Misc Data Definitions and Convert** – Once a Misc Group is selected, select a Misc Data Definition for each data field in the list. Once all fields are set, click the **Submit** button to bring this data into the DASL Assessment module, where it will display on the appropriate Additional Assessment Test page. You will see a confirmation message

The Misc data was converted to AAT data successfully

and can continue entering additional conversions for the same Assessment (or another, selected from the drop-down).

- Navigation: Home – SIS – Assessment – Misc to AAT – Assessment Type selected – Misc Group selected in any Misc Group field – Misc Data Definitions selected

Home » SIS » Assessment » Assessment Reports » Misc to AAT Conversion

### Misc to AAT Conversion

From this screen, you can select parameters to generate a report.

Selection Criteria   Selection Summary   Load Settings

Selecting an Ad-Hoc Membership Group will limit the conversion to the students associated with that membership group.

Ad-Hoc Membership:    
Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, all students will be converted.

Assessment Type:  ⚡

Testing Date Storage: ☐ Combined ☒ Separate Month and Year ⚡

AAT Field Name	Misc Group	Misc Data Definition
Month	<input type="text" value="32 - 1st SAT Attempt"/> ⚡	<input type="text" value="month tested - MM"/> ⚡
Year		<input type="text" value="year tested - YY"/> ⚡
Grade at Time of Test:	<input type="text" value="32 - 1st SAT Attempt"/>	<input type="text" value="grade"/>
Critical Reading Score	<input type="text" value="32 - 1st SAT Attempt"/>	<input type="text" value="SAT CR"/>
Math Score	<input type="text" value="32 - 1st SAT Attempt"/>	<input type="text" value="SAT math"/>
Writing Score	<input type="text" value="32 - 1st SAT Attempt"/>	<input type="text" value="SAT W"/>
Writing Multiple-Choice Sub Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Essay Sub Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Critical Reading Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Math Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Writing Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Writing Multiple-Choice Sub Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Essay Sub Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Critical Reading Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Math Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Writing Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Writing Multiple-Choice Sub Score	<input type="text" value="32 - 1st SAT Attempt"/>	
Essay Sub Score	<input type="text" value="32 - 1st SAT Attempt"/>	

Validate without converting? ☐ Validate Only ☐ Validate and Convert ⚡

Print original value detail when new values differ from existing values? ☐

Overwrite existing values? (Conversion only) ☐

Make source Misc Data read-only? (Conversion only) ☐

Delivery Method:

Email Address:

Description:

## ☐ Misc to AAT Report

The PDF report has 3 sections – Validation, Data Differences, and Summary

### **Validation section of MISC to AAT Report**

The Validation section of the Misc to AAT report checks for the following:

- The Misc to AAT Conversion will attempt to convert data for students that have data for any of the Misc Data fields mapped to AAT fields. If a field is not populated for that student, this is reported as an error, and this student's data will not be converted. An error message "xxxxxx Data not found" will be printed.
- The Misc to AAT Conversion attempts to parse the date in the specified format. If it cannot, the student is not processed. An error message "Date cannot be parsed in the format xxxx" will be printed.
- If the user has mapped a field to the grade level, the Misc to AAT Conversion checks that the value provided is a valid grade level. If this check does not pass, an error message "Grade at time of test is not a valid value" will be printed.
- 20 characters is the maximum size allowed in the database for a test score value. If data is longer, an error message "Data is longer than the max 20 characters" will be printed.
- Different test fields have different data validation requirements. All values except ACT Essay Comments must be numeric. Different numeric ranges are defined as valid depending on the test and the specific field. The validations set up on the Assessment Maintenance pages for the various Assessments were used in the Misc to AAT Conversion. If the data validation does not pass, an error message "Data is not valid for this field" will be printed.
- If none of the fields to be used for score data have values for a student, this appears on the validation section of the report. This will usually only happen if Misc Data from more than one test attempt has been mixed together, as the only students who will be processed will be those who have data in at least one of the fields used for mapping. For those students with no score values, an error message will appear "The fields specified for score data are all blank for this student".

Report: MiscToAAT Printed Thu, Apr 10, 2008, 5:54 PM						HIGH SCHOOL 2007-2008 Misc to AAT Conversion Report
Validation						
Student Number	Student Name	Misc Group	Misc Defn	Field	Value	Error Message
93	JENNIFER SARAH	Test Data for MiscToAAT	Pre-Defined List	GradeLevel	A	Grade at time of test is not a valid value
		Test Data for MiscToAAT	Checkbox	Math Score	1	Data is not valid for this field
		Test Data for MiscToAAT	Alpha data	Essay Sub Score	aaaaaaaaaaaaaaaa zzzzzzzzzzzzzzzzzz zzzz	Data is longer than the max 20 characters
		Test Data for MiscToAAT	Alpha data	Essay Sub Score	aaaaaaaaaaaaaaaa zzzzzzzzzzzzzzzzzz zzzz	Data is not valid for this field

Report: MiscToAAT Printed Wed, Apr 09, 2008, 9:17 PM						HIGH SCHOOL 2007-2008 Misc to AAT Conversion Report
Validation						
Student Number	Student Name	Misc Group	Misc Defn	Field	Value	Error Message
93	JENNIFER SARAH			Score data		The fields specified for score data are all blank for this student

**Note:** One or more students failing validation does not automatically mean that no student data can be converted. If “Validate and Convert” has been selected, data that passes validation will be used to update the database even if some students fail validation. Passing and failing validation is done on a case by case rather than batch by batch basis.

### Data Differences section of MISC to AAT Report

The Data Differences section of the Misc to AAT report will be printed if the “Print Original Value Detail When New Values Differ from Existing Values” option was checked. New data (that does not replace existing data) or data that contains the same values as the existing data will not appear.

<i>Report: MiscToAAT</i> <i>Printed Thu, Apr 10, 2008, 3:03 PM</i>					
					<b>Misc to AAT</b>
<b>Data Differences</b>					
Student Number	Student Name	Test Date	Target Field	Old Value	New Value
80	, PATRICK BURNS	10/01/2006	Math Score	560	540
80	, PATRICK BURNS	10/01/2006	Critical Reading Score	460	420
80	, PATRICK BURNS	10/01/2006	Writing Score	540	560
15	, MARK D	10/01/2005	Math Score	770	800
15	, MARK D	10/01/2005	Critical Reading Score	640	740
15	, MARK D	10/01/2005	Writing Score	680	750
46	, ALENA MARIE	04/01/2006	Math Score	550	670
46	, ALENA MARIE	04/01/2006	Critical Reading Score	620	660
46	, ALENA MARIE	04/01/2006	Writing Score	620	630

### Summary section of MISC to AAT Report

The Summary section of the Misc to AAT report lists the number of Misc Data records found, the number of students found, and the number of students with errors. If the user has selected “Validate and Convert”, a count of the new Assessments created will be shown, as well as a count of Assessments to be updated. A total is included of differences between the old and new values. If the user has selected “Validate Only”, these values will be 0.

Report: MiscToAAT	
Printed Thu, Apr 10, 2008, 5:54 PM	
Summary	
Misc Data Records Found	4
Number of Students With Data	1
Students with Errors	1
Specific Errors:	
Data is longer than the max 20 characters	1
Data is not valid for this field	2
Grade at time of test is not a valid value	1
Total Errors	4
New Assessments to Save	0
Assessments to be Updated	0
Differences between Old and New Values	0

- ☐ **Confirm Conversion** – Navigate to the appropriate Additional Assessment Test page, and review the data to confirm that the conversion worked for the appropriate students.

- Navigation: Home – SIS – Student – Assessment – (appropriate Additional Assessment Test page)